

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION**

MINUTES

REGULAR MEETING

Monday, March 12, 2018

4:15 p.m.

Room 15, Top Floor, City Hall

735 Anacapa Street, Santa Barbara, California

ORDER OF BUSINESS:

1. *Call to Order & Roll Call.* The meeting was called to order at 4:19 p.m. by Chair Alan Kasehagen. Present: Commissioners Desmond O'Neill and Donna Lewis. Staff members Susie Gonzalez, Kristy Schmidt and Graciela Reynoso were present.
2. *Public Comment.* City Council Liaison, Kristen Sneddon introduced herself to the Civil Service Commission.
3. *Approval of the Minutes from the Meeting of November 13, 2017.* A motion to approve the November 13, 2017 minutes was made and seconded (O'Neill/Lewis) and approved by voice vote.
4. *Sharepoint Site for Commissioners.* Vince Wong from Information Technology discussed with Commissioners the creation of a Sharepoint site for the Civil Service Commission communication. Commission will be able to view and update documents without documents being individually emailed to them. Commissioners will log into Sharepoint through a link and they will have the ability to make revisions to documents and be able to see the proposed revisions of the other Commissioners. Mr. Wong will work on creating instructions/handouts for Commission. Mr. Wong will also be available to provide technical support to Commission as needed. The Handouts will be emailed and test documents will be uploaded in order for the Commission to test the Sharepoint site. More to follow soon.
5. *Civil Service Commission vacancy.* Staff reported that we had not received any applications for the recruitment, which was open until May 1, 2018. Staff will place an advertisement with the Santa Barbara Human Resources Association and get a quote for advertising in the Independent for additional outreach.
6. *Document Requests for Public Records.* Sarah Gorman, City Clerk Services Manager addressed concerns from the Commission regarding prior Civil Service Commission communication that was emailed to their personal email accounts. Ms. Gorman stated that if the email still exists, it could be responsive to the Public Records Act. Commissioner Lewis asked about emails that no longer exist in the email folders, however, would still be contained by the Internet service provider. Would those be responsive? Ms. Gorman discussed the pending ruling on this subject – there will be more information to come in the future.
7. *Topics for the Next Meeting, which is scheduled for Monday, May 14, 2018.* Add Hearing update to discuss potential upcoming hearings – no specific information will be discussed.
8. *Adjournment of Meeting.* A motion was made (O'Neill) to adjourn the meeting. The meeting adjourned at 4:46 p.m.

Materials related to an item on this agenda submitted to the Civil Service Commission after distribution of the agenda packet are available for public inspection in the Human Resources Office located at City

Hall, 735 Anacapa Street, Santa Barbara during normal business hours.

In compliance with the Americans with Disability Act (ADA), if you need special assistance to participate in this meeting, please contact Susie Gonzalez at 564-5316. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.